

Executive-Level Traffic Records Coordinating Committee (ETRCC) Meeting Minutes

Date/Time	January 20, 2022, 2:30 to 4 pm	
Chair	Kerry Collins , EOPSS Undersecretary for Forensic Science and Technology & ETRCC Chair	
Participants	Neil Boudreau - VM , MassDOT/Highway Division Brook Chipman , OGR/Highway Safety Scott Cluett - VM , MDPH-OEMS Kerry Collins - VM , EOPSS LtC. James Concannon - VM , MA State Police Michaela Dunne , Department of Criminal Justice Information Services Debra Eaton , MassDOT/Merit Rating Board Deb Firlit , OGR/Highway Safety Bob Frey - VM , Alternate, MassDOT/Office of Planning Jamie Gagnon - VM , Department of Criminal Justice Information Services Jenn Gazzillo , UMassSafe Eric Gemperline , Central MA Regional Planning Council Mary-Jo Griffin - VM , RMV Jeanne Hathaway , MDPH Injury Prevention and Control Jennifer Inzana , MassDOT/Highway Division	Sgt. Tom Jensen , MA State Police Sunjatha Krishnan - VM , Alternate, Central MA Regional Planning Council Jeff Larason - VM , OGR/Highway Safety Chief John LeLacheur - VM , Alternate, Beverly PD and Mass Chiefs of Police Association Arielle Mullaney , EOPSS Assistant General Counsel Andrea Nardone - VM , Municipal Police Training Committee Lt. Vincent Noe - MA State Police Samatha Riley - MDPH Injury Prevention and Control Robin Riessman , UMassSafe Barbara Rizzuti , NHTSA Major Robert Schumaker - MA State Police Sonja Singleton - VM , MassDOT/Merit Rating Board Kevin Stanton , OGR/Highway Safety Rebekah Thomas - VM , MDPH- Injury Surveillance Program Jake Viola - VM , EOTSS VM = Voting Member
Location	Teams Meeting	

Welcome and Introductions

Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology and ETRCC Chair, welcomed the participants and reminded participants this was a virtual meeting in compliance with the Massachusetts Open Meeting Law requirements.

Kerry introduced Sonja Singleton, Interim Director of the Merit Rating Board (MRB), and noted she was the new MRB representative on the ETRCC. She also introduced Lt. Colonel

James Concannon as the new MSP representative on the ETRCC. He would be assisted as necessary by Major Robert Schumaker. Kerry noted Sujatha Krishnan will serve today as an alternate for Janet Pierce from the Central MA Regional Planning Commission, the MA Association of Regional Planning Agencies representative on the committee. Sujatha is a Working-level TRCC member.

Kerry then conducted a roll call to determine how many ETRCC members were on the call and to identify any other alternates present. Arielle Mullaney confirmed a quorum was present (14 out of 15 voting ETRCC members or alternates were on the call, more than the eight members necessary). During the roll call, it was determined that Bob Frey would serve as the alternate for David Mohler for MassDOT Planning.

Review/Approval of 10/27/2021 Meeting Minutes

Kerry noted the draft minutes for the ETRCC's 10/27/21 meeting had been circulated to the membership for review twice before this meeting. She asked if anyone had requested edits and provided a final opportunity for review. Given no member did, Kerry indicated the minutes were unanimously adopted.

Office of Grants and Research update on Availability of Grant Funds (AGF) for FFY 2022 405-c funding process to select new projects (Brook Chipman)

An AGF for Section 405c funding for traffic records projects was posted on the Office of Grants and Research's (OGR) website in late October 2021. The AGF was also distributed to the TRCC e-distribution list. \$1.1 million of 405c grant funding is available through the AGF process. Responses to the AGF were due December 15, 2021.

Six responses for slightly over \$1.1 million were received by the response deadline. These responses were distributed to TRCC members via the TRCC e-distribution list on December 31. Those on the TRCC e-list were also given notice of virtual project presentations by project representatives held January 7 through the 11. Presentation materials were then made available on the OGR's website.

One of the AGF respondents, the Holliston Police Department, withdrew from the AGF process before the virtual presentations were held, leaving five projects still under consideration. After the Holliston PD project dropped out, \$1,066,414 of funding requests were left under consideration, less than the \$1.1 million available through the AGF.

An AGF Review Committee had been formed before the December 15 deadline. It consisted of Brook Chipman and another OGR employee, along with a third member who was a TRCC member from an entity that did not submit a response to this AGF and has extensive service on the Working-level TRCC. An additional OGR employee reviewed one AGF response that the third committee member had an association with. After holding three meetings between December 20 and January 13, this AGF review committee produced an Award Recommendations Memo. The key point of the memo is the committee recommends, with a few comments, that all five projects under consideration be funded. The memo was circulated to members of both TRCCs and others on the TRCC e-distribution list on January 14.

Discussion and vote to approve AGF Review Committee's award recommendations, accept with modifications or have ETRCC conduct 4-Box Analysis-Scoring Results process to generate new recommendations (Kerry and Brook)

Kerry explained the three options available to the ETRCC regarding the five proposed projects under consideration for 405c funding. Kerry suggested option #2 had worked well in the past. She also noted that the AGF process had included the opportunity for project representatives to make virtual presentations on their projects. This information had been made available on the AGF web page. As chair, she proposed the committee go with option #2 again, and if no one objects, we will consider that approach unanimously adopted. There was no objection expressed.

Brook explained that no ETRCC member from an entity with a project under consideration may vote on projects to be selected for funding. This meant the ETRCC representatives for the following ETRCC entities could not participate in the voting: MSP, DCJIS, MRB, and MDPH. Brook later clarified that while the MDPH-Bureau of Community Health and Prevention-Injury Surveillance Program's representative with a project under consideration couldn't vote, it was possible for the MDPH-Bureau of Health Safety and Quality's representative to vote. Kerry also added later she would abstain from the vote for the DCJIS project as she, in her Undersecretary position, provides oversight to the DCJIS. Brook noted ETRCC members not voting were still able to participate in general discussion about proposed projects to ensure the committee doesn't miss critical information.

Kerry and Brook confirmed she would go down the list of projects in the recommendations memo, starting with the highest ranked one from the Massachusetts State Police. The committee would discuss each one, make any modifications or conditions to the project or adjust the proposed award. As a proposed project was brought up, Kerry would ask if a representative for that project was available to provide a summary of the project if they wanted to and to answer any questions that committee members might pose. In each case, the project representative said they had nothing new to add to their virtual presentations but were willing to address any questions raised.

Kerry led the committee through a vote on each project in the recommendations memo. The results were the following:

MSP Project – approved as recommended for \$100,000.

In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, MassDOT Highway/Boudreau, RMV/Griffin, MassDOT Planning/Fry, MDPH/Cluett, MA Chiefs/LeLacheur, MARPA/Krishnan, EOTSS/Viola. Opposed: None. Abstain: MSP/Concannon, MRB/Singleton, DCJIS/Gagnon, MDPH/Thomas.

MRB Project – approved as recommended for \$119,206.

In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, MassDOT Highway/Boudreau, RMV/Griffin, MassDOT Planning/Fry, MDPH/Cluett, MA Chiefs/LeLacheur, MARPA/Krishnan, EOTSS/Viola. Opposed: None. Abstain: MSP/Concannon, MRB Singleton, DCJIS/Gagnon, MDPH/Thomas.

UMassSafe Project – approved as recommended for \$198,556.

In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, MassDOT Highway/Boudreau, RMV/Griffin, MassDOT Planning/Fry, MDPH/Cluett, MA Chiefs/LeLacheur, MARPA/Krishnan,

EOTSS/Viola. Opposed: None. Abstain: MSP/Concannon, MRB Singleton, DCJIS/Gagnon, MDPH/Thomas.

MDPH Project – approved as recommended for \$162,398.

In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, MassDOT Highway/Boudreau, RMV/Griffin, MassDOT Planning/Fry, MDPH/Cluett, MA Chiefs/LeLacheur, MARPA/Krishnan, EOTSS/Viola. Opposed: None. Abstain: MSP/Concannon, MRB Singleton, DCJIS/Gagnon, MDPH/Thomas.

DCJIS Project – approved as recommended for \$486,254.

In Favor: OGR/Larason, MPTC/Nardone, MassDOT Highway/Boudreau, RMV/Griffin, MassDOT Planning/Fry, MDPH/Cluett, MA Chiefs/LeLacheur, MARPA/Krishnan, EOTSS/Viola. Opposed: None. Abstain: MSP/Concannon, MRB Singleton, DCJIS/Gagnon, MDPH/Thomas, EOPSS/Collins

At this point, all \$1.1 million available through the AGF had been awarded to projects. Each of the five projects awarded funding received enough supporting votes from ETRCC members. The ETRCC's award recommendations will now be advanced to NHTSA and then to the Secretary of Public Safety and Security for consideration.

Review of proposed agenda items for ETRCC meeting in April, including updates on recently concluded and current 405-c funded projects (Brook)

Brook proposed the following agenda items for the next ETRCC meeting on April 27th:

- review and approve a proposed FFY 23 Strategic Plan for Traffic Records Improvements.
- hear brief presentations from recently concluded 405c projects, including MSP's project to update their crash reporting training for new and existing field staff and the Boston Police's Department's electronic crash reporting application, both that ended in December 2021. Also, hear from active 405c project to include the Department of Public Health's Integration and Analysis of Crash, Injury Surveillance, and Driver Data Project, both that will go through June 30, 2022. Kerry added she hoped these presentations would inspire interest in new projects.
- Plans for next Section 405c funded Availability of Grant Funds.

Brook asked if there were questions or suggestions regarding these items for the April meeting. None were offered.

Unforeseen business/upcoming event announcements/next meeting: April 27, 2022 (Kerry)

Kerry offered an opportunity for public comment or to raise an unforeseen business matter. Neil Boudreau from MassDOT Highway shared information about a 2023 MA State Highway Safety Plan Virtual Summit: Planning for Zero Deaths on 1/25/22.

Adjournment

No member objected to Kerry's motion to adjourn, so she indicated the motion to adjourn was unanimously approved.

**Massachusetts
Executive-level Traffic Records Coordinating Committee (ETRCC)
Virtual Meeting**

2:30 to 4 pm – January 20, 2022

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AGENDA

- Introductions (Kerry Collins)
- Review and vote on draft October 27, 2021 ETRCC meeting minutes (Kerry)
- Office of Grants and Research update on Availability of Grant Funds (AGF) for FFY 2022 405-c funding process to select new projects (Brook Chipman)
- Discussion and vote to approve AGF Review Committee's award recommendations, accept with modifications, or have ETRCC conduct 4-Box Analysis-Scoring Results process to generate new recommendations (Kerry and Brook)
- Review of proposed agenda items for ETRCC meeting in April, including updates on recently concluded and current 405-c funded projects (Brook)
- Unforeseen business/upcoming event announcements/next meeting: April 27, 2022 (Kerry)
- Adjourn (Kerry)

To obtain auxiliary aids, services, or accessibility information for this meeting, contact Mr. Brook Chipman at 617-725-3355 or brook.chipman@mass.gov.